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Action Office: HR

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From: AMEMBASSY KUWAIT
Action: MUMBAI, AMCONSUL *ROUTINE*; WASHDC, SECSTATE *ROUTINE*
E.O.: 13526
TAGS: AMGT, AFSN
Captions: HR CHANNEL
Subject: Vacancy Announcement for a Commercial Specialist, FSN-405-10 at U.S. Embassy Kuwait

1. American Embassy in Kuwait is advertising for the position of a Commercial Specialist in the Global Markets Section. The grade of this position is FSN-10*; FP-05(steps 5 through 14)**.

2. Salary:

Full Performance Level:

Not-Ordinarily Resident (NOR):

US\$48,822 p.a. through US\$63,702 ; Position Grade: FP-05 (steps 5 through 14). Salary includes a miscellaneous benefit allowance of KD 510 per annum equivalent to US\$1,752 P.A.

(** Final grade/salary to be determined by HR/OE - NEA/EX/HRD)

Ordinarily Resident (OR): KD13,952 p.a. (Starting Salary) (equivalent to US\$47.945) Position Grade: FSN-10. Exchange rate used on 02/01/15

* Actual grade and salary will be based on the qualifications of the applicant.

Post would appreciate assistance from addressee posts in advertising this vacancy among LE Staff/TCN staff. The final grade and/or steps will be determined based on the

applicant's prior work experience and qualifications.

3. Basic function of the position:

The incumbent serves as the Commercial Specialist of the U.S. Embassy Global Markets - Kuwait. Provides on-the-job training when necessary and appropriate. Manages the work flow and assigns actions on reporting requirements to ensure that high quality commercial intelligence and timely feedback on important issues is made available to headquarters. Responsible for establishing and developing systems and work procedures to streamline the information flow in the Section. Develops, plans and manages the trade promotion for industrial events for the Office.

4. Duties and responsibilities:

- Researches, analyses, and reports to those government of Kuwait economic and trade policies which impact on opportunities for U.S. firms and on market trends and developments in certain complex industries which are critical to U.S. business interests. Handles export control issues, including conduct of pre-license checks, reporting to commerce, and counseling Kuwaiti importers of sensitive hi-tech U.S. goods and equipment on U.S. export administration regulations and procedures.
- Counsels Kuwaiti and U.S. business people on their respective interests concerning the availability of American equipment and technology and the local business environment and opportunities in Kuwait. Introduces key government officials and potential business partners to visiting U.S. business executives and arranges appropriate appointments. Develops and maintains a wide range of high level contacts in the government, private sector, trade and professional organizations. Advises U.S. officers on important and complex issues such as intellectual property and other issues relating to Kuwait-U.S. trade.
- Directly responsible for monitoring/reporting trade opportunities, international marketing insight reports (IMI), and trends and changes within the following industrial sectors: Franchise; Tourism; Information Communication Technology; Architecture, Construction and Engineering.
- Business Matchmaking and other CS products and services

Responsible for identifying distributors, representatives, or joint venture candidates under the Gold Key Service (GKS) and International Partner Search (IPS), prepares company background checks (ICP) as requested. S/he also investigates and makes recommendations for the resolution of complex and sensitive trade complaints and advocacy cases presented by U.S. firms

- Trade Events

Proposes trade events (trade missions, exhibitions, seminars, webinars etc) within the assigned sectors of responsibility. As events are approved, s/he works to implement them as the leader of a team that includes promotion, recruitment, and administrative staff (team may include Department of Commerce HQ staff as well as trade associations and/or trade fair authorities). Specific responsibilities include: organizing logistics and event/meeting schedules; preparing promotional materials, drafting market research and briefing materials; preparing and monitoring budgets, supervising contractors, managing promotion and recruitment, and preparing end-of-show reports.

- Counseling

The incumbent stays up-to-date in regulatory matters affecting assigned sectors as well as general trade issues. These may include laws, regulations, standards, procedures and other legal matters affecting the importation of U.S. goods and services. The incumbent advises U.S. firms, CS offices, and other U.S. government personnel regarding issues as well as effective strategies for market entry and participation in major projects. S/he responds to a wide range of trade inquiries from U.S. firms seeking to export, as well as requests from local firms and/or government institutions interested in buying U.S. products and services. S/he prepares talking points and speeches in both English and local language, and gives presentations on CS programs and bilateral commercial relations to business audiences in both the U.S and host country.

- Market Research

Prepares market studies in assigned sectors, analyzing statistics and forecasting trends in trade, production and markets, assuring the maximum degree of accuracy, completeness and reliability in the final report. Sources of information include official government contacts and reports, industry and trade association contacts and

reports, trade directories and websites.

- Trade Contacts and Market Development
The incumbent is the principal advisor to the Commercial Officer in the sectors of assigned responsibility. In this capacity, s/he develops and maintain a wide range of contacts vital to U.S. Commercial interests, including senior level government officials, top executives in banking, commerce, industry and trade associations within the assigned industry sectors.

5. Qualifications required:

1. Bachelor's degree in Commerce, Economics, Marketing, Business Administration, Public Relations, Political Science. Education may be substituted with experience in accordance with Department policy.
2. Five years of progressively responsible experience in economic, commercial, marketing or public relations field.
3. Level IV in English and Arabic. (Speaking/Reading/Writing). Language skills will be tested.
4. Expert knowledge of both the U.S. & Kuwaiti economies, business customs, practice, market channels, laws, regulations and policies related to assigned commercial functions.
5. Ability to render sophisticated advice with detachment and objectivity, employing sound professional judgment.
6. Skill in the use of computer programs such as MS Word, MS Excel and Outlook.

6. Employment information:

Candidate will be employed under the PSA-Plus program. If hired from outside Kuwait, the Embassy will provide the following allowances:

- Travel upon arrival and separation only
(Economy class air ticket for candidate and dependents).
- Transportation of household effects (excluding shipment of private owned vehicle).
- Temporary lodging not to exceed 60 days.
- Excess baggage (up to 24kg for candidate and 14 kg for each dependent).

7. Salary and benefits:

Post's local compensation plan consists of the following:
Post's local compensation plan consists of basic salary, miscellaneous benefit allowance, annual bonus, life insurance coverage for employee, health insurance coverage for employee and dependents and homeward passage for

- a. Starting salary:
Not-Ordinarily Resident (NOR): US\$48,822 p.a. through US\$63,702 p.a. (Grade: FP-05 "steps 5 through 14") (Final grade/salary to be determined by HR/OE-NEA/EX/HRD)

Ordinarily Resident (OR): KD13,952 p.a. (equivalent to US\$47.945) (Grade: FSN-10) Exchange rate used on 02/01/15. Salary includes a miscellaneous benefit allowance of KD 510 per annum equivalent to US\$1,752 P.A. (Final grade/salary will be based on the qualifications of the applicant).
- b. Bonus: Annual bonus of 8.33% of annual basic salary. The bonus is prorated on number of weeks on duty and based on satisfactory performance.
- c. Life Insurance: Disability and life insurance coverage at no cost.
- d. Health Insurance: Health insurance at no cost for you and your dependents (up to age 21 attending an accredited post-secondary school). However children over 21 years of age are not covered.
- e. Homeward Passage: Employee and dependents (spouse and two children under the age of 21 years) will be eligible for Homeward passage after completion of one year service.
- f. Service indemnity: Paid to employees who separate from the Embassy in good terms. Only employees who have completed 2 years of service are eligible for service terminal indemnity.

8. Selection process

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

9. To apply:

Interested applicants for this position must submit the following or the application will not be considered:

Application for US Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus

1. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit application to:

Human Resources Office

American Embassy Kuwait

Email your application to: HROKuwait@state.gov

Post appreciates addressee posts' assistance in bringing this announcement to the attention of the LE staff and local contacts. Closing date for accepting applications for this position is **Open Until Filled**.

Signature: SILLIMAN

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Info: SINGAPORE, AMEMBASSY *ROUTINE*; NAIROBI, AMEMBASSY *ROUTINE*;
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AMEMBASSY *ROUTINE*; BANJUL, AMEMBASSY *ROUTINE*;
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Action Post: NONE
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